

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-090 **Issue Date:** 05-20-16 **Closing Date:** 06-03-16

Program Manager
YN Land Buy-Back
Hourly Wage: \$23.71/Regular/Full-Time
Contingent upon Funding

The Manager of the Yakama Nation Land Buy-Back Program has overall administration and management responsibility for the Buy-Back Program, which includes implementing the Outreach and Land Research Tasks as defined in the Yakama Nation's Land Buy-Back Cooperative Agreement with the Department of Interior.

Knowledge, Skills and Abilities:

- Five years of experience in managing a program and staff.
- Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the LBBP.
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Ability to develop new and unique ways to improve operations and understand the needs of the eligible landowners.
- Ability to work cooperatively and effectively with others to set goals, resolve problems, and make decision that enhance organizational effectiveness.
- Ability to assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the program.
- Ability to set priorities, develop a work schedule, monitor progress towards goals, create and implement action plans, and evaluate the process and results.
- Well-developed interpersonal skills.
- Ability to get along well with diverse personalities
- Ability to be tactful, mature and flexible.
- Knowledge of basic real estate concepts.
- Knowledge and understanding of the Land Buy-Back Program.
- Efficient in use of Microsoft Office.
- Proficient using the internet to conduct research.
- Knowledge of business principles, federal finance policies and federal human resource laws.
- Experience preparing and making presentations to large groups (50+).

Special Requirements:

- Must have a valid Washington State Driver's License.
- Must have or be able to obtain a Yakama Nation Tribal Driving Permit.
- No felony convictions or disqualifying criminal histories.
- Must be able to pass a pre-employment drug/Alcohol test in accordance with Yakama Nation Drug/Alcohol Policy.
- Notary Public or the ability to receive the designation.
- Enrolled Yakama Preference.